

TECHNICAL WRITING TRAINING



CONDUCTED BY:
PROFESSOR
NIKIA CHANEY

Who should attend: Program Managers, Administrative Managers, Clinic Supervisors, Administrative Supervisors, Staff Analysts, Program Specialists, Supervising Office Assistants, Supervising Office Specialists and any other staff who have to prepare written documents



Date and Time: 1:00-4:00pm, November 12 or 9:00am-12:00pm, December 3, 2014 (Three hour training. Please choose one day)

Location: DBH — Training Institute — 1950 S. Sunwest Ln. Suite 200 San Bernardino, CA 92415

**For Online Enrollment:
Log onto Relias Learning website at:**

<http://training.reliaslearning.com/dbh>

For questions or information, please contact the DBH Training Unit by calling 800-722-9866 or sending an email to: training@dbh.sbcounty.gov

Learning Objectives:

Upon completion of this three hour training, attendees should be able to:

- **Create, assimilate, and convey technical material in a concise and effective manner**
- **Know the effective strategies of technical communication and structured writing of an effective white paper report**
- **Understand how to effectively produce a technical document**
- **Refine technical written communication skills**
- **Create an official governmental report**